

## Student Internship Requirements at a Glance

### Keep in Mind:

- Keeping a journal during your internship can help when writing the “Mid-Way Check-in” and “Final Internship Report”.
- Stay in contact with your Internship Mentor and Internship Coordinator to discuss how your internship is going.
- Be certain all assignments are completed and submitted by the due dates listed below.
- Contact your Internship Coordinator if you have any questions or anticipate an issue meeting a deadline.

<b>Student Intern</b>		
<b>Action Item</b>	<b>Further Description in Internship Handbook</b>	<b>Due Date</b>
<b>CAHNRS Internship Agreement &amp; Statement of Intent</b>	<p><b>CAHNRS Internship Agreement</b></p> <p>The Internship Agreement is a legal document and a cooperative agreement stating the duties and responsibilities that the Industry Partner/Internship Mentor and WSU, more specifically CAHNRS, are going to provide with respect to the internship experience.</p> <p>The Student Intern should work with the Internship Coordinator to complete and sign the document before sending the CAHNRS Internship Agreement and Student Intern’s Statement of Intent to the Internship Mentor.</p> <p><b>The Statement of Intent</b></p> <ul style="list-style-type: none"> <li>• 1-2 pages explaining your internship (formatting guidelines provided in the Handbook).</li> <li>• See the “Documentation” section of the Internship Handbook for details about what to address in your paper.</li> </ul> <p>The signed and completed agreement, including the Student Intern’s Statement of Intent should be returned to the Internship Coordinator by the Industry Mentor.</p>	<b>Prior to the start of semester enrolled in internship course Due Date:</b>
<b>Mid-Way Check-In and Mentor Evaluation</b>	<p><b>Mid-Way Check-In and Mentor Evaluation</b></p> <ul style="list-style-type: none"> <li>• 1-2 pages answering the six questions outlined in the “Documentation” section of the Internship Handbook.</li> <li>• The Internship Mentor is also responsible for answering five questions outlined in the “Documentation” section of the Internship Handbook.</li> </ul> <p>Both the Student Intern and Internship Mentor should submit their answers to the Internship Coordinator via email.</p>	<b>Halfway between the beginning and end of the internship Due Date:</b>
<b>Final Internship Report</b>	<p><b>Final Internship Report</b></p> <p>The Final Internship Report is a 3-4 page summary written by the student. Reference the following pages found in the Internship Handbook for more details:</p> <ul style="list-style-type: none"> <li>• “Documentation” section of the Handbook</li> <li>• “Grading” section of the Handbook</li> <li>• “Final Report Cover Page” Attachment D (<i>signed and approved by Internship Mentor</i>)</li> <li>• “Final Internship Report Guidelines” Attachment E</li> <li>• “Rubric for Assessing Internship Experience” Attachment F</li> </ul> <p>Submit your Final Report, including signed Cover Page, to your Internship Coordinator.</p>	<b>Within 1-2 weeks of completion of the internship* Due Date:</b>
<b>Online Evaluations</b>	<p><b>CAHNRS Student Internship Evaluation Form</b></p> <ul style="list-style-type: none"> <li>• <a href="https://wsu.co1.qualtrics.com/SE/?SID=SV_0uBoe6uryhSMxxj">https://wsu.co1.qualtrics.com/SE/?SID=SV_0uBoe6uryhSMxxj</a></li> </ul> <p><b>Internship Mentor Evaluation of CAHNRS Student</b></p> <ul style="list-style-type: none"> <li>• <a href="https://wsu.co1.qualtrics.com/SE/?SID=SV_0HclI9Y5PxBMOj3">https://wsu.co1.qualtrics.com/SE/?SID=SV_0HclI9Y5PxBMOj3</a></li> </ul>	<b>Upon completion of the internship Due Date:</b>

\*If your internship ends after the Summer Session term, refer to the “Documentation” section of the Internship Handbook.